

**PORT WASHINGTON PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
February 13, 2024
AGENDA**

BUDGET HEARING

- A. Presentation of the Proposed 2024-2025 Library Operating Budget
 - B. Trustee's Discussion of the Proposed 2024-2025 Library Operating Budget
 - C. Public Comments
-

- I Approval of January 17, 2024 Board of Trustees Minutes
- II Approval of January 2024 Warrants
- III Approval of January 2024 Staff Changes
- IV Financial Report
 - a) January Financial Report
- V Director's Report
 - a) Facility Update
 - 1) Fuel Tank
 - 2) Landscaping Improvements
 - b) Budget Vote/Trustee Election Timeline
 - c) Reconsideration of Library Materials Policy – Review
 - d) First Amendment Audit Procedures - Review
- VI President's Report
 - a) Outreach Committee Report
 - b) Chief Election Inspector – Diana Regino
 - c) Property Tax Cap Form
 - d) Advocacy Day Report
 - e) NLS Board Report
- VII Assistant Director
 - a) February Programs and Events
- VIII Councils
 - a) Art Advisory Council Minutes – January 10, 2024
- IX Foundation
 - a) Minutes of November 6, 2023 Meeting
 - b) Financial Report – December 31, 2023

(over)

- X Friends of the Library
 - a) Minutes of Meeting – January 10, 2024

- XI Staff Reports
 - a) 2nd Quarter Statistics

- XII Correspondence
 - a) Village of Flower Hill Historical Gallery Guidebook
 - b) Patron Comments

- XIII Unfinished Business
 - a) January Meeting Follow-ups
 - 1) PWPL.org Search
 - 2) Printing Signage

- XIV New Business
 - a) Reference Check Policy – For Review & Approval

- XV Staff Association

- XVI Public Comments

- XVII Adjournment

PORT WASHINGTON PUBLIC LIBRARY
BUDGET BROCHURE

OPERATING BUDGET FOR FISCAL YEAR ENDING JUNE 30, 2025

February 13, 2024

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PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025

	2025	2024		2023	
	Proposed Budget	Budget	Projected Actual	Budget	Actual
REVENUES					
Real Property Taxes	7,357,901	7,213,733	7,213,733	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	125,714	100,000	125,714
Use of Money & Property	139,400	80,000	212,551	3,000	77,672
Other Local Revenue	32,000	32,000	12,550	33,500	44,242
State Sources	8,800	8,800	8,669	7,000	9,611
Total Revenues	7,638,101	7,434,533	7,573,217	7,215,764	7,329,503
Other Sources: Operating transfers			-		-
Total Revenue & Other Sources			7,573,217		7,329,503
Assigned - Retirement	47,000	-		-	
Assigned - Capital Projects	-	-		100,000	
Assigned - Appropriated Fund Balance	109,000	66,500		66,500	
Total Revenues & App Fund Bal	7,794,101	7,501,033		7,382,264	
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,132,730	3,859,132	3,825,593	3,718,124	3,552,926
Terminal Leave	-	-	467	-	2,890
Employee Benefits - Retirement	526,384	475,488	469,365	421,349	408,885
Employee Benefits - Medical	1,033,100	975,040	849,182	850,019	827,725
Employee Benefits - Other	394,056	373,126	339,531	362,338	316,269
Subtotal - Salaries, Terminal Leave Accruals & Employee Benefits	6,086,270	5,682,786	5,484,138	5,351,830	5,108,695
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	40,179	50,000	37,969
Books - Non-fiction	50,000	50,000	41,942	50,000	35,050
Books - Reference	35,000	35,000	34,660	35,000	33,656
Books - Children's	23,500	23,500	22,439	23,500	19,242
Books - Audio & Electronic - Teen/Adult/Child	100,000	100,000	127,529	95,000	131,993
Books - Young Adult	15,000	15,000	14,750	15,000	9,273
Software & Online Databases	95,000	95,000	92,221	95,000	90,221
Periodicals	32,500	36,500	31,895	36,500	27,149
Media - DVD/CD	70,000	72,000	68,338	67,000	71,370
Subtotal - Library Materials	471,000	477,000	473,953	467,000	455,923
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	56,830	60,700	59,590
Telephone	35,000	35,000	40,546	31,000	32,966
Postage & Freight	25,000	25,000	21,367	25,000	20,202
Printing	47,500	47,500	53,318	40,500	53,470
Staff Conference & Training	20,000	20,000	9,836	20,000	8,442
ALIS/NLS	106,000	93,000	96,424	88,000	94,695
Program Services	69,500	69,500	51,358	69,500	46,870
Memberships	7,000	7,000	3,200	7,000	3,034
Maint. Office Equip.	30,500	30,500	17,441	30,500	31,761
Accounting/Legal	135,000	135,000	131,842	133,700	128,302
Security Service	50,000	45,000	62,934	45,000	62,338
Computer Service	64,800	64,800	71,530	60,040	70,866
General	27,000	27,000	13,566	27,000	12,449
Subtotal - Library Operations	678,000	660,000	630,192	637,940	624,985
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	196,073	182,970	175,908
Custodial	102,400	119,400	91,404	131,200	92,701
Insurance	85,000	80,000	81,501	70,000	78,523
Subtotal - Building Operations	390,370	402,370	368,978	384,170	347,132
Subtotal Expenditures	7,625,640	7,222,156	6,957,261	6,840,940	6,536,735
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	58,347	56,350	75,997
Repairs & Alterations	100,000	100,000	87,331	100,000	82,861
Transfers to Capital	-	110,000	110,000	380,000	380,000
Subtotal - Equipment, Repairs, & Transfers	156,350	266,350	255,678	536,350	538,858
DEBT SERVICE					
Installment Debt - Principal & Interest	12,111	12,527	12,527	4,974	17,085
Subtotal - Debt Service	12,111	12,527	12,527	4,974	17,085
Total Expenditures	7,794,101	7,501,033	7,225,466	7,382,264	7,092,678
Tax Levy Increase	2.00%				
Budget Levy Increase	3.91%				

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025
Summary With Prior Years' Budgets

	2025 Proposed Budget	2024 Budget	2023 Budget	2022 Budget	2021 Budget
REVENUES					
Real Property Taxes	7,357,901	7,213,733	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	100,000	100,000	65,000
Interest	139,400	80,000	3,000	3,000	11,000
Other Local Revenue	32,000	32,000	33,500	33,500	77,500
State Sources	8,800	8,800	7,000	7,000	6,500
Total Revenues	7,638,101	7,434,533	7,215,764	7,215,764	7,232,264
Assigned - Retirement	47,000				
Assigned - Terminal Leave	-	-	-	-	-
Assigned - Capital Projects	-	-	100,000	100,000	100,000
Assigned - Appropriated Fund Balance	109,000	66,500	66,500	66,500	50,000
Total Revenues & App Fund Bal	7,794,101	7,501,033	7,382,264	7,382,264	7,382,264
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,132,730	3,859,132	3,718,124	3,604,385	3,496,150
Terminal Leave	-	-	-	-	-
Employee Benefits - Retirement	526,384	475,488	421,349	572,236	506,430
Employee Benefits - Medical	1,033,100	975,040	850,019	813,572	844,057
Employee Benefits - Other	394,056	373,126	362,338	353,637	344,567
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	6,086,270	5,682,786	5,351,830	5,343,830	5,191,204
LIBRARY MATERIALS					
Books - Fiction	50,000	50,000	50,000	50,000	50,000
Books - Non-fiction	50,000	50,000	50,000	50,000	50,000
Books - Reference	35,000	35,000	35,000	35,000	35,000
Books - Children's	23,500	23,500	23,500	23,500	23,500
Books - Audio & Electronic Teen/Adult/Child	100,000	100,000	95,000	85,000	75,000
Books - Young Adult	15,000	15,000	15,000	15,000	15,000
Software & Online Databases	95,000	95,000	95,000	95,000	95,000
Periodicals	32,500	36,500	36,500	36,500	36,500
Media - DVD/CD	70,000	72,000	67,000	67,000	77,000
Subtotal - Library Materials	471,000	477,000	467,000	457,000	457,000
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	60,700	65,700	65,700
Telephone	35,000	35,000	31,000	31,000	31,000
Postage & Freight	25,000	25,000	25,000	25,000	25,000
Printing	47,500	47,500	40,500	40,500	40,500
Staff Conference & Training	20,000	20,000	20,000	20,000	20,000
ALIS/NLS	106,000	93,000	88,000	88,000	88,000
Program Services	69,500	69,500	69,500	69,500	69,500
Memberships	7,000	7,000	7,000	7,000	7,000
Maint. Office Equip.	30,500	30,500	30,500	30,500	30,500
Accounting/Legal	135,000	135,000	133,700	132,500	108,000
Security Service	50,000	45,000	45,000	45,000	45,000
Computer Service	64,800	64,800	60,040	60,040	60,040
General	27,000	27,000	27,000	27,000	27,000
Subtotal - Library Operations	678,000	660,000	637,940	641,740	617,240
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	182,970	182,970	181,070
Custodial	102,400	119,400	131,200	145,400	145,400
Insurance	85,000	80,000	70,000	70,000	70,000
Subtotal - Building Operations	390,370	402,370	384,170	398,370	396,470
Subtotal Expenditures	7,625,640	7,222,156	6,840,940	6,840,940	6,661,914
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	56,350	56,350	56,350
Repairs & Alterations	100,000	100,000	100,000	100,000	100,000
Transfers to Capital	-	110,000	380,000	380,000	564,000
Subtotal - Equipment, Repairs, & Transfers	156,350	266,350	536,350	536,350	720,350
DEBT SERVICE					
Installment Debt - Principal & Interest	12,111	12,527	4,974	4,974	-
Subtotal - Debt Service	12,111	12,527	4,974	4,974	-
Total Expenditures	7,794,101	7,501,033	7,382,264	7,382,264	7,382,264

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025
Summary With Prior Years' Actuals

	2025 Proposed Budget	2024 Projected Actual	2023 Actual	2022 Actual	2021 Actual
REVENUES					
Real Property Taxes	7,357,901	7,213,733	7,072,264	7,072,264	7,072,264
Payments in Lieu of Taxes	100,000	100,000	125,714	123,667	107,973
Interest	139,400	80,000	77,672	3,226	2,880
Other Local Revenue	32,000	32,000	44,242	35,136	77,301
State Sources	8,800	8,800	9,611	8,876	13,864
Federal Sources	-	-	-	476	-
Total Revenues	7,638,101	7,434,533	7,329,503	7,243,645	7,274,282
Other Sources: Operating transfers	-	-	-	-	-
Total Revenue & Other Sources	7,638,101	7,434,533	7,329,503	7,243,645	7,274,282
Assigned - Terminal Leave	47,000				
Assigned - Capital Projects	-				
Assigned - Appropriated Fund Balance	109,000				
Total Revenues & App Fund Bal	7,794,101	7,434,533	7,329,503	7,243,645	7,274,282
EXPENDITURES					
SALARIES, TERMINAL LEAVE ACCRUALS, & EMPLOYEE BENEFITS					
Salaries	4,132,730	3,859,132	3,552,926	3,562,378	3,286,050
Terminal Leave	-	-	2,890	78,100	-
Employee Benefits - Retirement	526,384	475,488	408,885	481,387	457,802
Employee Benefits - Medical	1,033,100	975,040	827,725	759,220	743,527
Employee Benefits - Other	394,056	373,126	316,269	314,839	275,746
MTA Tax	-	-	-	-	-
Subtotal - Salaries, Terminal Leave Accruals, & Employee Benefits	6,086,270	5,682,786	5,108,695	5,195,924	4,763,125
LIBRARY MATERIALS					
Books and Information Services					
Books - Fiction	50,000	50,000	37,969	45,903	24,689
Books - Non-fiction	50,000	50,000	35,050	34,224	32,881
Books - Reference	35,000	35,000	33,656	31,445	33,915
Books - Children's	23,500	23,500	19,242	33,333	9,680
Books - Audio & Electronic Teen/Adult/Child	100,000	100,000	131,993	110,195	109,567
Books - Young Adult	15,000	15,000	9,273	18,469	7,282
Software & Online Databases	95,000	95,000	90,221	97,818	103,037
Periodicals	32,500	36,500	27,149	32,321	29,691
Media - DVD/CD	70,000	72,000	71,370	79,346	64,988
Subtotal - Library Materials	471,000	477,000	455,923	483,054	415,730
LIBRARY OPERATIONS					
Office & Library Supplies	60,700	60,700	59,590	61,108	45,280
Telephone	35,000	35,000	32,966	35,399	34,036
Postage & Freight	25,000	25,000	20,202	21,229	17,798
Printing	47,500	47,500	53,470	40,252	45,296
Staff Conference & Training	20,000	20,000	8,442	4,734	7,519
ALIS/NLS	106,000	93,000	94,695	92,922	93,718
Program Services	69,500	69,500	46,870	48,265	31,600
Memberships	7,000	7,000	3,034	5,025	2,907
Maint. Office Equip.	30,500	30,500	31,761	30,843	26,080
Accounting/Legal	135,000	135,000	128,302	118,868	112,471
Security Service	50,000	45,000	62,338	65,015	61,321
Computer Service	64,800	64,800	70,866	63,236	63,016
General	27,000	27,000	12,449	30,256	37,895
Subtotal - Library Operations	678,000	660,000	624,985	617,152	578,937
BUILDING OPERATIONS					
Fuel & Utilities	202,970	202,970	175,908	165,858	131,878
Custodial	102,400	119,400	92,701	85,217	87,948
Insurance	85,000	80,000	78,523	72,995	66,143
Subtotal - Building Operations	390,370	402,370	347,132	324,070	285,969
Subtotal Expenditures	7,625,640	7,222,156	6,536,735	6,620,200	6,043,761

PORT WASHINGTON PUBLIC LIBRARY
Proposed Budget for Fiscal Year Ending June 30, 2025
 Summary With Prior Years' Actuals

	2025 Proposed Budget	2024 Projected Actual	2023 Actual	2022 Actual	2021 Actual
EQUIPMENT, REPAIRS, & TRANSFERS					
Equipment	56,350	56,350	75,997	37,168	38,280
Repairs & Alterations	100,000	100,000	82,861	102,090	94,008
Transfers to Capital	-	110,000	380,000	380,000	564,000
Subtotal - Equipment, Repairs, & Transfers	<u>156,350</u>	<u>266,350</u>	<u>538,858</u>	<u>519,258</u>	<u>696,288</u>
DEBT SERVICE					
Installment Debt - Principal & Interest	12,111	12,527	17,085	4,974	4,974
Subtotal - Debt Service	<u>12,111</u>	<u>12,527</u>	<u>17,085</u>	<u>4,974</u>	<u>4,974</u>
Total Expenditures	<u><u>7,794,101</u></u>	<u><u>7,501,033</u></u>	<u><u>7,092,678</u></u>	<u><u>7,144,432</u></u>	<u><u>6,745,023</u></u>

PORT WASHINGTON PUBLIC LIBRARY
GENERAL FUND BALANCE ANALYSIS
Proposed Budget for Fiscal Year Ending June 30, 2025

	2024 Projected Actual	2023 Actual	2022 Actual	2021 Actual
Revenues	<u>7,434,533</u>	<u>7,329,503</u>	<u>7,243,645</u>	<u>7,274,282</u>
Expenditures				
Salaries, Terminal Leave and Benefits	5,682,786	5,108,695	5,195,924	4,763,125
Library Materials	477,000	455,923	483,054	415,730
Library Operations	660,000	624,985	617,152	578,937
Building Operations	402,370	347,132	324,070	285,969
Equipment, Repairs, & Transfers to Capital	266,350	538,858	519,258	696,288
Debt Service	<u>12,527</u>	<u>17,085</u>	<u>4,974</u>	<u>4,974</u>
Total Expenditures	<u>7,501,033</u>	<u>7,092,678</u>	<u>7,144,432</u>	<u>6,745,023</u>
Excess (Deficiency) of Revenues over Expenditures	(66,500)	236,825	99,213	529,259
Fund Balance - Beginning of Year	<u>5,088,800</u>	<u>4,851,975</u>	<u>4,752,762</u>	<u>3,740,400</u>
Fund Balance - End of Year	5,022,300	5,088,800	4,851,975	4,269,659
Nonspendable:				
Prepays	-	(137,343)	(102,806)	(34,127)
Assigned For:				
Terminal Leave	(889,799)	(889,799)	(892,689)	(621,634)
Employee Retirement Contributions	(454,741)	(556,749)	(556,749)	(221,241)
Capital Projects	(2,272,333)	(2,643,407)	(2,372,333)	(2,237,333)
Encumbrances	-	(16,123)	(26,534)	-
Subsequent Year's Budget	<u>(166,500)</u>	<u>(66,500)</u>	<u>(166,500)</u>	<u>(150,000)</u>
Unassigned Fund Balance	<u><u>1,238,927</u></u>	<u><u>778,879</u></u>	<u><u>734,364</u></u>	<u><u>1,005,324</u></u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures
By Grant - Special Aid Fund
For The Year Ended June 30, 2023

	Reserved for Special Programs and Projects June 30, 2022	Revenues			Expenditures	Reserved for Special Programs and Projects June 30, 2023
		Grants & Donations	Interest	Transfers		
Miscellaneous Grants						
Friends of the Library	\$ 35,973	\$ 83,086	\$	\$	\$ (82,530)	\$ 36,529
Friends of the Library - Bogen	44,622		1,097		(3,866)	41,853
Foundation Grant Career Coaching	-	24,354	446		(24,800)	-
Foundation Storytelling	364		9			373
Foundation Intergenerational	256		6		(90)	172
Adult Literacy	22,034	14,030	544		(20,941)	15,667
Job Boot Camp	-	8,543	2		(8,545)	-
Epstein Book Fund	359		9			368
American Girl Dolls	351		9		(127)	233
Parent Child Home Program	19,210	5,000	561		(1,420)	23,351
NLS - Computers	667		17			684
NLS - Bullet Aid	28,454	18,094	520		(39,648)	7,420
NLS - ESL Grant Supplies	474		10		(90)	394
Theater for Dessert	-	6,943	57		(7,000)	-
	<u>152,764</u>	<u>160,050</u>	<u>3,287</u>	<u>-</u>	<u>(189,057)</u>	<u>127,044</u>
State Grants						
9/11 Project - 10/02 Shodell	128		3			131
Construction Grant	563		14			577
Media Room Renovation Grant	11,911		302			12,213
Construction Grant	20,672		524			21,196
Lobby Renovation Grant	21,858		554			22,412
Goodman Assistive Technology	6,055		153			6,208
	<u>61,187</u>	<u>-</u>	<u>1,550</u>	<u>-</u>	<u>-</u>	<u>62,737</u>
Local - Specific Purposes						
Art Advisory Council	5,693	5,133	215	506	(2,352)	9,195
Health Information Center	35,820		902	1,118	(1,500)	36,340
Health Information-Anti Smoking	17,300	150	377		(3,147)	14,680
Burtis	18,769		476			19,245
Underhill	23,157		590	270		24,017
Brown Fund	5,668		144			5,812
Fendrick Memorial	1,264		32			1,296
Morse Fund	1,804		46			1,850
Nautical Center	257,970	2,640	6,397	52	(12,818)	254,241
Children's Grant	2,058		52			2,110
Children's Advisory Council	11,104	5,000	212		(5,950)	10,366
S. Steyn Memorial Book Fund	7,654		193			7,847
Vera Fiddler	256		7			263
Unger / Beslity Memorial Fund	10,655		270			10,925
Whittemore Memorial Fund	2,064		52			2,116
Robert Stern - Books	200		5			205
Zucker Grant	12,490	4,500	331		(3,793)	13,528
Saltzman Grant	6,249		158			6,407
Outdoor Wi-Fi	3,322	3,000	104		(3,370)	3,056
Maker Space	3,784	18,000	235		(10,999)	11,020
Russell and Jane Stern - Wi-Fi Hotspots	56		1			57
Regional Technology & Media	817		21			838
Small Study Room Upgrade	1,531		39			1,570
HEARTS Grant	-	1,000	22		(1,000)	22
T. Bier Fund	-	10,000	150			10,150
	<u>429,685</u>	<u>49,423</u>	<u>11,031</u>	<u>1,946</u>	<u>(44,929)</u>	<u>447,156</u>
Local - General Library Purposes						
Music Advisory Council	28,886		625	1,123	(8,937)	21,697
Special Trust Account	2,618		67			2,685
Publication Fund	7,270	242			(20)	7,492
Miscellaneous Workshops	29,617				(9,696)	19,921
National Endowment for Arts Bronson	2,154		53			2,207
	10,608		268			10,876
	<u>81,153</u>	<u>242</u>	<u>1,013</u>	<u>1,123</u>	<u>(18,653)</u>	<u>64,878</u>
Total	<u>\$ 724,789</u>	<u>\$ 209,715</u>	<u>\$ 16,881</u>	<u>\$ 3,069</u>	<u>\$ (252,639)</u>	<u>\$ 701,815</u>

PORT WASHINGTON PUBLIC LIBRARY
Schedule of Revenues and Expenditures by Account -
Permanent Fund
For The Year Ended June 30, 2023

	Reserve	Revenues			Expenditures	Reserve
	Balance	Donations	Interest	Transfers		Balance
	June 30, 2022					June 30, 2023
<u>Permanent Fund</u>						
Art Advisory Council	\$ 22,240	\$	\$ 506	\$ (506)	\$	\$ 22,240
Health Information Center	49,181		1,118	(1,118)		49,181
Music Advisory Council	49,406		1,123	(1,123)		49,406
Nautical Center	2,296		52	(52)		2,296
Underhill Grant	11,882		270	(270)		11,882
Total Permanent Fund	\$ 135,005	\$ -	\$ 3,069	\$ (3,069)	\$ -	\$ 135,005

PORT WASHINGTON PUBLIC LIBRARY
UNAPPROVED MINUTES OF
THE BOARD OF TRUSTEES MEETING
JANUARY 17, 2024

Participants: Nancy Comer, Presiding Patricia Bridges
 Michael Krevor Matthew Straus
 Keith Klang

Ms. Comer opened the public meeting at 7:50pm stating the Board met at 7:00pm and elected to go into Executive Session to discuss contracts. **OPENING**

Ms. Comer requested a motion to approve the December 20, 2023 Board of Trustees meeting minutes. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed. **APPROVAL OF MINUTES**

Ms. Comer requested a motion to approve the December 2023 warrants 23-12-04A and 23-12-04B. Mr. Krevor moved to approve. Mr. Straus seconded. All agreed. **APPROVAL OF WARRANTS/ PAYROLL**

Ms. Comer requested a motion to approve two payrolls 12/07/23 and 12/21/23. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.

Ms. Comer noted there was one appointment, two departures, and no salary adjustments on the staff changes report. **STAFF CHANGES**

Ms. Comer asked if there were any questions or comments on the December Financial report. There were no questions or comments on the report. **FINANCIAL REPORT**

Mr. Klang stated the Budget Committee met in early January with Cullen and Danowski, the Library's accountants, to put together the proposed budget for fiscal year 2024-2025. The tax levy increase will be 2.00% with an overall budget increase of 3.91%. Mr. Klang thanked the Budget Committee for their assistance in putting together this draft. Mr. Klang requested the Board approve the proposed draft to present at the first budget hearing on February 13, 2024. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed. **APPROVAL OF PROPOSED BUDGET**

The ESOL department is conducting English classes on Mondays at the Adult Activities Center in Manorhaven as part of the Library's outreach goal. Classes have been well attended and more are planned in the future. Mr. Klang thanked Councilwoman Dalimonte for her helping in getting approval from the Town of North Hempstead, and the entire Town of North Hempstead Board for waiving fees for this program. **MANORHAVEN OUTREACH**

Mr. Klang announced that he will serve as the Chairperson of the MLD (Member Library Directors) for the upcoming year. The Board congratulated Mr. Klang. Mr. Klang will provide updates as appropriate.

MLS CHAIR

Mr. Klang stated that New York State has sunset the law requiring paid time off for staff to receive a Covid-19 vaccination. The law sunset on December 31, 2023. New York State paid Covid sick leave is still in effect allowing staff up to 14 days of leave if they test positive. Staff are eligible to utilize this leave up to 3 times after which they would use their own accrued sick time. Ms. Bridges clarified that the Library is following NYS laws.

NYS PANDEMIC LAWS

Mr. Klang informed the Board that the Library has received a refund of \$2,869 following a Workers Compensation Audit. Mr. Klang requested a motion to accept. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.

WORKERS COMP. REFUND

Mr. Klang noted the early voting hours for the upcoming Special Election for the 3rd Congressional District. There will be nine (9) days of early voting in the Lobby. Voting on February 13, 2024, the Special Election Day, will be in the Lapham room for those whose designated polling place is the Library.

SPECIAL ELECTION EARLY VOTING

Mr. Klang requested the Board approve the Excess Equipment list from Maintenance dated January 17, 2024. Ms. Bridges motioned to approve. Mr. Straus seconded. All agreed.

EXCESS EQUIPMENT

Ms. Comer noted the Election Timeline for the upcoming Budget/Trustee Election on April 9, 2024. Nominating petitions will be available for the one seat that is open on February 1, 2024.

ELECTION TIMELINE

Ms. Comer announced that Advocacy Prep Day will be Wednesday, January 31, 2024, either in person at NLS from 9:30 – 11:00 am, or virtually from 12:00 – 1:30pm. Mr. Klang noted that a certificate of 1.5 hours of Trustee Training will be issued to attendees.

ADVOCACY DAY

Ms. Comer noted the 2024 Nassau Library System schedule of meetings stating Port Washington's meeting date is June 24, 2024. Ms. Comer invited any Board member who could to attend this as well as Advocacy Day.

NLS BOARD MEETINGS

Ms. Comer suggested the Board save the date for the Friends of the Library's Book and Author event which will be on Friday, May 10, 2024.

FOL BOOK & AUTHOR

Ms. Comer reminded the Board that the League of Women Voters *State of the Town Address* is on January 26, 2024 at Harbor Links. Lunch begins at 11:15am followed by an address by the Honorable Jennifer DeSena, Supervisor for the Town of North Hempstead. An invitation is included in the packet.

STATE OF THE TOWN LUNCHEON

<p>Mr. Hutter gave a detailed update on the Strategic Plan initiatives for 2022-2025 noting green means Year 2 Activity completed, grey means Year 1 activity completed, and gold means progress is on-going. The Board thanked Mr. Hutter for his review.</p>	<p>STRATEGIC PLAN UPDATE</p>
<p>Ms. Comer noted the Art Advisory Council minutes of October 11th, November 8th and December 13th 2023.</p>	<p>AAC MINUTES</p>
<p>Ms. Comer noted the Friends of the Library minutes of December 13, 2023.</p>	<p>FOL MINUTES</p>
<p>Ms. Comer noted Ms. Munoz’s <i>Summary of the Library Marketing and Communication Conference</i> held in Indianapolis in November, and the 1st Quarter Statistics report.</p>	<p>STAFF REPORTS</p>
<p>Ms. Comer noted the complimentary email from Ms. Fishman regarding the recent Art Show installation, and the December 2023 Patron Comments.</p>	<p>CORRESPOND- ENCE</p>
<p>Ms. Comer requested a motion to approve a donation from Ms. Atkinson for artwork sold at her Art Advisory Council exhibition in the amount of \$800. Ms. Bridges moved to approve. Mr. Straus seconded. All agreed.</p>	<p>DONATION</p>
<p>Ms. Meaghan Barbari was the Staff Association representative this month. Ms. Barbari stated the Staff Association had no comments.</p>	<p>STAFF ASSOC.</p>
<p>Mr. Klang reminded the Board that the next meeting would be on Tuesday, February 13, 2024 in the Children’s Workshop Room.</p>	<p>NEW BUSINESS</p>
<p>Ms. Julie Lim was present and stated the Library was doing a great job, but no other comments.</p>	<p>PUBLIC COMMENTS</p>
<p>Ms. Comer requested a motion to adjourn. Ms. Bridges moved to adjourn. Mr. Straus seconded. All agreed.</p>	<p>ADJOURNMENT</p>

**PORT WASHINGTON PUBLIC LIBRARY
BOARD MEETING
JANUARY 2024 REPORTS**

WARRANTS TO BE VOTED ON

Warrant Number	Amount
24-1-07A	\$ 375,557.01
24-1-07B	\$ 143,263.14
Warrant Total	<u>\$ 518,820.15</u>

<u>Payroll Date</u>	<u>Gross</u>	<u>Net</u>	<u>Processing</u>	<u>Tax Liability</u>
1/4/2024	\$ 146,359.00	\$ 106,292.84	-	\$ 44,662.18
1/18/2024	\$ 193,487.65	\$ 125,524.21	2,070.75	\$ 38,541.41
PAYROLL TOTAL	<u>\$ 339,846.65</u>	<u>\$ 231,817.05</u>	<u>2,070.75</u>	<u>\$ 83,203.59</u>

Prepared By:
Mayra Fenig
Finance Department

PORT WASHINGTON PUBLIC LIBRARY

Balance Sheet - Governmental Funds

January 31, 2024

58.33% of Budget Expended

	<u>General</u>	<u>Special Aid</u>	<u>Capital Projects</u>	<u>Permanent</u>	<u>Total Governmental Funds</u>	<u>Fiduciary Fund Agency</u>
ASSETS						
Cash						
Unrestricted	\$ 3,571,076	\$ 735,104	\$ 1,048,707	\$	\$ 5,354,887	\$
Restricted				139,729	139,729	
Receivables						
Accounts receivable		55			55	
Due from other funds	1,474,403	4,723			1,479,126	14,618
Due from component unit	8,175	28,085			36,260	
Prepaid expense	136,523	5,910			142,433	
Total Assets	<u>\$ 5,190,177</u>	<u>\$ 773,877</u>	<u>\$ 1,048,707</u>	<u>\$ 139,729</u>	<u>\$ 7,152,490</u>	<u>\$ 14,618</u>
LIABILITIES						
Payables						
Accounts Payable		15,202			15,202	
Due to other funds	14,618	94,313	1,380,090	4,723	1,493,744	
Other liabilities					-	14,618
Due to ERS	110,622				110,622	
Total Liabilities	<u>125,240</u>	<u>109,515</u>	<u>1,380,090</u>	<u>4,723</u>	<u>1,619,568</u>	<u>14,618</u>
FUND BALANCES						
Nonspendable:						
Prepaid	137,343	3,650			140,993	
Endowment				135,006	135,006	
Restricted: Grants		660,712			660,712	
Assigned:						
Capital projects	2,372,333				2,372,333	
Retirement contribution	556,749				556,749	
Terminal leave	889,799				889,799	
Unappropriated fund balance	66,500				66,500	
Unassigned: Fund balance (deficit)	1,042,213		(331,383)		710,830	
Total Fund Balances	<u>5,064,937</u>	<u>664,362</u>	<u>(331,383)</u>	<u>135,006</u>	<u>5,532,922</u>	<u>-</u>
Total Liabilities and Fund Balances	<u>\$ 5,190,177</u>	<u>\$ 773,877</u>	<u>\$ 1,048,707</u>	<u>\$ 139,729</u>	<u>\$ 7,152,490</u>	<u>\$ 14,618</u>

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund
For One Month and Seven Months Ended January 31, 2024
58.33% of Budget Expensed

	Budget	January 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
REVENUES					
REAL PROPERTY TAXES	\$ 7,213,733	\$ 601,144	\$ 4,208,011	\$ (3,005,722)	58.3%
OTHER TAX ITEMS	100,000			(100,000)	0.0%
FEES - LOST BOOKS	7,500	437	2,038	(5,462)	27.2%
XEROX REVENUES	9,000	782	4,761	(4,239)	52.9%
INTEREST	80,000	9,284	92,605	12,605	115.8%
SALE OF USED BOOKS	3,000	1	720	(2,280)	24.0%
SALE OF INSTRUCTIONAL SUPPLIES					N/A
REFUND OF PY EXPENSES		2,869	3,423	3,423	N/A
GIFTS & DONATIONS	12,500	1	1	(12,499)	
MISCELLANEOUS		3,527	3,925	3,925	N/A
STATE AID	8,800		8,669	(131)	98.5%
Total Revenues	7,434,533	618,045	4,324,153	(3,110,380)	58.2%
EXPENDITURES					
141 CERTIFIED LIBRARIANS					
.01 CERT.LIB GRADE 29-27-25	134,752	18,674	84,681	50,071	62.8%
.02 CERT.LIB GRADE 21	106,641	14,079	63,966	42,675	60.0%
.03 CERT.LIB GRADE 19	426,810	56,782	256,408	170,402	60.1%
.04 CERT.LIB GRADE 17	433,480	53,561	243,875	189,605	56.3%
.05 CERT.LIB GRADE 15	1,250,591	147,605	678,589	572,002	54.3%
.06 CERT.LIB HOLIDAY & SUNDAY	63,049	8,245	35,869	27,180	56.9%
TOTAL CERT. LIBRARIANS	2,415,323	298,946	1,363,388	1,051,935	56.4%
143 CLERICAL STAFF					
.01 CLERICAL GRADE 11	234,717	38,246	171,287	63,430	73.0%
.02 CLERICAL GRADE 9	50,143	6,633	30,078	20,065	60.0%
.04 CLERICAL GRADE 5	193,933	20,265	93,294	100,639	48.1%
.05 CLERICAL GRADE 3	138,578	19,021	80,926	57,652	58.4%
.06 CLERICAL HOLIDAY & SUNDAY	25,000	3,753	13,793	11,207	55.2%
TOTAL CLERICAL STAFF	642,371	87,918	389,378	252,993	60.6%
143 HOURLY STAFF					
.11 BOOKSHELVERS-ADULT	70,000	5,366	22,123	47,877	31.6%
.12 BOOK SHELVERS-CHILDREN	25,000	3,690	15,205	9,795	60.8%
.13 ENGLISH AS A SECOND LANGUA	34,000	3,713	16,657	17,343	49.0%
.14 ISD	87,000	7,666	38,001	48,999	43.7%
.15 COLLECTION MANAGEMENT	80,000	10,540	46,711	33,289	58.4%
.16 INTERLOANS	11,000	1,436	9,451	1,549	85.9%
.17 PERIODICAL SERVICE DESK		370	420	(420)	N/A
.18 PROCESSING OF BOOKS	36,000	5,048	21,802	14,198	60.6%
.19 TECHNICIANS-MEDIA	15,000	3,222	15,448	(448)	103.0%
.21 STUDENT COMPUTER AIDES	77,000	9,198	41,791	35,209	54.3%
.22 SUNDAY & HOLIDAYS - SUPPORT	36,000	2,689	13,192	22,808	36.6%
.23 INFO. TECH SPEC. II	21,000	4,197	20,048	952	95.5%
.24 COMMUNITY OUTREACH	16,000	1,769	9,378	6,622	58.6%
TOTAL HOURLY STAFF	508,000	58,904	270,227	237,773	53.2%
143 BUILDING STAFF					
.31 CUSTODIAL	270,565	32,799	147,020	123,545	54.3%
.32 HOLIDAYS & SUNDAY - CUSTODIA	22,873	2,031	11,276	11,597	49.3%
TOTAL BUILDING STAFF	293,438	34,830	158,296	135,142	53.9%
SEPARATION PAYOUTS			467	(467)	N/A

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Seven Months Ended January 31, 2024
58.33% of Budget Expensed

EXPENDITURES (CONTINUED)	Budget	January 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
9030.8 SOCIAL SECURITY	\$ 295,224	\$ 35,606	\$ 159,546	\$ 135,678	54.0%
9040.8 WORKER'S COMPENSATION	38,000			38,000	0.0%
9045.8 DISABILITY INSURANCE	10,000	1,112	1,241	8,759	12.4%
9050.8 UNEMPLOYMENT INSURANCE	1,390			1,390	
9060.8 HOSPITAL & MEDICAL INSURANCE					
.01 MEDICAL	975,040	60,841	514,325	460,715	52.7%
.02 DENTAL	26,512	2,300	18,856	7,656	71.1%
.03 EYECARE	2,000		735	1,265	36.8%
TOTAL HOSPITAL & MEDICAL INSURANCE	1,003,552	63,141	533,916	469,636	53.2%
9010.8 STATE RETIREMENT	475,488		442,487	33,001	93.1%
203 EQUIPMENT					
.01 EQUIPMENT - LIBRARY	24,500	567	8,133	16,367	33.2%
.02 EQUIPMENT - COMPUTER	16,850		620	16,230	3.7%
.03 EQUIPMENT - BUILDING	15,000	1,797	12,790	2,210	85.3%
TOTAL EQUIPMENT	56,350	2,364	21,543	34,807	38.2%
410 PRINT & INFORMATION SERVICES					
.02 SERVICES & CONTINUATIONS				-	
.05 BOOKS-FICTION	50,000	2,568	21,252	28,748	42.5%
.06 BOOKS-NON-FICTION	50,000	4,305	19,442	30,558	38.9%
.07 BOOKS-REFERENCE	35,000	1,142	16,693	18,307	47.7%
.08 BOOKS-CHILDREN	23,500	4,654	12,534	10,966	53.3%
.09 BOOKS-AUDIO & ELECTRONIC	100,000	31,484	99,332	668	99.3%
.10 BOOKS-YOUNG ADULT	15,000	593	3,577	11,423	23.8%
TOTAL PRINT & INFORMATION SERVICES	273,500	44,746	172,830	100,670	63.2%
411 MACHINE READABLE MATERIAL					
.02 REFERENCE SOFTWARE	60,000	43,053	58,590	1,410	97.7%
.03 COMPUTER SOFTWARE	35,000	8,776	21,280	13,720	60.8%
TOTAL MACHINE READABLE MATERIAL	95,000	51,829	79,870	15,130	84.1%
413 SERIALS					
.01 MICROFORM	4,500			4,500	0.0%
.02 NON-MICROFORM	32,000	99	4,267	27,733	13.3%
TOTAL SERIALS	36,500	99	4,267	32,233	11.7%
417 A-V MATERIALS					
.02 CHILDREN'S MATERIALS	6,000	237	1,009	4,991	16.8%
.03 DVD	20,000	1,239	10,439	9,561	52.2%
.04 YOUNG ADULT				-	N/A
.05 DIGITAL MEDIA	30,000	2,745	16,032	13,968	53.4%
TOTAL A-V MATERIALS	56,000	4,221	27,480	28,520	49.1%
417 AUDIO RECORDINGS					
.11 VIDEO GAME COLLECTION	10,000	140	3,051	6,949	30.5%
.12 COMPACT DISKS	6,000	559	2,509	3,491	41.8%
TOTAL AUDIO RECORDINGS	16,000	699	5,560	10,440	34.8%
417 A-V RENTAL & MAINTENANCE					
.21 FILM RENTAL-ADULT	3,000		1,125	1,875	37.5%
.24 MAINT. & REPAIRS	1,000			1,000	0.0%
.25 BULBS	500		167	333	33.4%
TOTAL A-V RENTAL & MAINTENANCE	4,500	-	1,292	3,208	28.7%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Seven Months Ended January 31, 2024
58.33% of Budget Expensed

	Budget	January 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
430 OFFICE & LIBRARY SUPPLIES					
.01 ADULT SERVICES	\$ 600	\$ 56	\$ 816	\$ (216)	136.0%
.02 CHILDREN'S SERVICES	3,500	641	1,843	1,657	52.7%
.03 COLLECTION MANAGEMENT	800		442	358	55.3%
.04 COMMUNITY INFO	1,000		76	924	7.6%
.05 COMPUTER SERVICES	7,600	495	3,717	3,883	48.9%
.06 INFO SERVICES	700		240	460	34.3%
.07 MEDIA SERVICES	3,100	859	2,255	845	72.7%
.08 GENERAL OFFICE SUPPLIES	20,000	3,366	11,669	8,331	58.3%
.09 ORAL HISTORY/SPECIAL COLLEC	2,500		359	2,141	14.4%
.10 TECHNICAL SERVICES	8,500	142	1,987	6,513	23.4%
.11 OFFICE EQUIPMENT	12,000	399	7,646	4,354	63.7%
.12 YOUNG ADULT	400		247	153	61.8%
TOTAL OFFICE & LIBRARY SUPPLIES	60,700	5,958	31,297	29,403	51.6%
431 TELEPHONE					
.01 TELEPHONE	30,000	2,209	15,509	14,491	51.7%
.02 TELEPHONE MAINTENANCE	5,000		3,577	1,423	71.5%
TOTAL TELEPHONE	35,000	2,209	19,086	15,914	54.5%
433 POSTAGE & FREIGHT					
.01 POSTAGE - FREIGHT	25,000	7,202	15,242	9,758	61.0%
434 PRINTING					
.01 PRINTED INFO	7,000	229	3,021	3,979	43.2%
.04 DISPLAYS & EXHIBITIONS	5,500	985	1,085	4,415	19.7%
.05 LEGAL ADVERTISING	5,000			5,000	0.0%
.08 NEWSLETTERS	30,000	3,378	20,176	9,824	67.3%
TOTAL PRINTING	47,500	4,592	24,282	23,218	51.1%
435 TRAVEL & MILEAGE					
.01 MEETINGS	15,000		6,036	8,964	40.2%
.02 MILEAGE	3,000		224	2,776	7.5%
.03 STAFF DEVELOPMENT	2,000	525	2,175	(175)	108.8%
TOTAL TRAVEL & MILEAGE	20,000	525	8,435	11,565	42.2%
436 ALIS/NLS OPERATING SYSTEM					
.01 CIRCULATION CHARGES	35,000	8,380	23,900	11,100	68.3%
.02 OPAC/CONCURRENT SESSION C	25,000	8,121	23,406	1,594	93.6%
.03 NLS	33,000		33,990	(990)	103.0%
TOTAL ALIS/NLS OPERATING SYSTEM	93,000	16,501	81,296	11,704	87.4%
437 PROGRAM SERVICES					
.01 PROGRAMS - ADULT	16,000	1,525	7,745	8,255	48.4%
.02 PROGRAMS - YOUNG ADULT	7,500	24	2,099	5,401	28.0%
.03 PROGRAMS - JUVENILE	22,000	4,104	13,606	8,394	61.8%
.07 MEETING ROOM EXPENSES	1,000			1,000	0.0%
.08 OTHER PROGRAM SUPPORT	10,000	762	4,896	5,104	49.0%
.13 MEDIA PROGRAMS	8,500		2,125	6,375	25.0%
TOTAL PROGRAM SERVICES	65,000	6,415	30,471	34,529	46.9%
438 MEMBERSHIPS					
.01 MEMBERSHIPS	7,000	108	273	6,727	3.9%
439 RENTAL, REPAIR, MAINTENANCE					
OFFICE EQUIPMENT					
.01 EQUIPMENT	14,000	2,414	9,176	4,824	65.5%
.02 COPY EQUIPMENT	14,500	1,501	10,289	4,211	71.0%
.04 COMPUTER	1,000			1,000	0.0%
.06 PIANO	1,000		485	515	48.5%
TOTAL RENTAL REPAIR, MAINTENANCE					
OFFICE EQUIPMENT	30,500	3,915	19,950	10,550	65.4%

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues and Expenditures - General Fund (Continued)
For One Month and Seven Months Ended January 31, 2024
58.33% of Budget Expensed

	Budget	January 31, 2024		Balance Remaining	% of Annual Budget
		One Month	Year to Date		
EXPENDITURES (CONTINUED)					
440 BUSINESS SERVICES					
.01 ACCOUNTING	\$ 62,000	\$ 6,115	\$ 37,455	\$ 24,545	60.4%
.02 AUDIT	19,500	5,000	5,000	14,500	25.6%
.05 ELECTION	5,000			5,000	0.0%
.06 LEGAL	30,000	2,466	16,435	13,565	54.8%
.07 PAYROLL	23,500	2,071	14,264	9,236	60.7%
.09 OTHER	20,000	4,333	9,009	10,991	45.0%
.10 SECURITY SERVICES	45,000	6,534	33,910	11,090	75.4%
.11 COMPUTER SERVICES	64,800	5,376	31,356	33,444	48.4%
.13 CREDIT CARD FEES	2,000	291	1,117	883	55.9%
TOTAL BUSINESS SERVICES	<u>271,800</u>	<u>32,186</u>	<u>148,546</u>	<u>123,254</u>	54.7%
450 FUEL & UTILITIES					
.01 ELECTRICITY	145,810	4,927	71,564	74,246	49.1%
.02 FUEL	42,000	14,035	14,826	27,174	35.3%
.03 WATER POLLUTION CONTROL TA	6,160	6,151	6,151	9	99.9%
.04 WATER TAX	9,000		5,701	3,299	63.3%
TOTAL FUEL & UTILITIES	<u>202,970</u>	<u>25,113</u>	<u>98,242</u>	<u>104,728</u>	48.4%
451 CUSTODIAL SUPPLIES					
.01 BULBS	9,200		2,714	6,486	29.5%
.02 HOUSEKEEPING MAINT	14,500	1,108	11,467	3,033	79.1%
.03 UNIFORMS	1,000	45	260	740	26.0%
.04 CLEANING SERVICES	18,200	512	512	17,688	2.8%
TOTAL CUSTODIAL SUPPLIES	<u>42,900</u>	<u>1,665</u>	<u>14,953</u>	<u>27,947</u>	34.9%
452 REPAIRS TO BLDG & BLDG EQUIP .					
.01 REPAIR TO BUILDING	60,000	14,103	44,812	15,188	74.7%
.02 SUPPLIES FOR BUILDING	20,000	450	8,157	11,843	40.8%
.03 BUILDING IMPROVEMENTS	10,000		3,052	6,948	30.5%
.04 REPAIRS TO EQUIPMENT	10,000		2,077	7,923	20.8%
TOTAL REPAIRS TO BLDG & BLDG. EQUIP.	<u>100,000</u>	<u>14,553</u>	<u>58,098</u>	<u>41,902</u>	58.1%
454 INSURANCE					
.01 INSURANCE	80,000		81,501	(1,501)	101.9%
455 OTHER OPER. & MAINT .					
.01 MECHANICAL CONTRACTS	32,000	1,366	23,312	8,688	72.9%
.02 GROUND MAINT. CONTRACTS	25,000	6,496	16,110	8,890	64.4%
.03 BUILDING MAINT CONTRACT	19,500	287	3,831	15,669	19.6%
TOTAL OTHER OPER. & MAINT.	<u>76,500</u>	<u>8,149</u>	<u>43,253</u>	<u>33,247</u>	56.5%
DEBT SERVICE					
INSTALLMENT DEBT- PRINCIPAL	11,451	-	12,525	(1,074)	109.4%
INSTALLMENT DEBT INTEREST	1,076	-	2	1,074	0.2%
TOTAL DEBT SERVICE	<u>12,527</u>		<u>12,527</u>	<u>-</u>	100.0%
INTERFUND TRANSFERS					
OPERATING TRANSFERS OUT	110,000	-	-	110,000	0.0%
TOTAL EXPENDITURES	<u>\$ 7,501,033</u>	<u>\$ 813,506</u>	<u>\$ 4,319,240</u>	<u>3,181,793</u>	57.6%
NET CHANGE IN FUND BALANCE			4,913		
FUND BALANCE, BEGINNING OF YEAR			5,060,024		
FUND BALANCE, FISCAL YEAR TO DATE			<u>\$ 5,064,937</u>		

PORT WASHINGTON PUBLIC LIBRARY
Statement of Revenues, Expenditures and Changes in Fund Balances -
Special Revenue, Capital Projects and Permanent Funds
For One Month and Seven Months Ended January 31, 2024
58.33% of Budget Expensed

	Special Revenue	Capital Projects	Permanent
REVENUES			
Interest income	\$ 16,223	\$ 23,141	\$ 3,083
Miscellaneous revenue	131,703		
State sources			
Total Revenues	<u>147,926</u>	<u>23,141</u>	<u>3,083</u>
EXPENDITURES			
Program expenses	<u>228,215</u>	<u>1,523,171</u>	
OTHER FINANCING SOURCES (USES)			
Operating transfers in	3,083	-	-
Operating transfers (out)			<u>(3,083)</u>
Total Other Financing Sources (Uses)	<u>3,083</u>	<u>-</u>	<u>(3,083)</u>
Net Change in Fund Balance	(77,206)	(1,500,030)	-
Fund Balance - Beginning of year	<u>737,918</u>	<u>1,168,647</u>	<u>135,006</u>
Fund Balance - End of month	<u>\$ 660,712</u>	<u>\$ (331,383)</u>	<u>\$ 135,006</u>

PORT WASHINGTON PUBLIC LIBRARY
Detailed Schedule of Fund Balance
Special Revenue Fund
For One Month and Seven Months Ended January 31, 2024

Assigned for Special Programs

9/11 PROJECT - 10/02 - SHODELL	\$ 134
ADULT LITERACY GRANT/BOOKS FOR DESSERT	26,972
AMERICAN GIRL DOLLS	153
ART ADVISORY COUNCIL	14,682
BRONSON	11,138
BROWN	5,952
BURTIS	19,710
CHILDREN'S ADVISORY COUNCIL	12,017
CHILDRENS GRANT	2,160
CONSTRUCTION GRANT	590
EPSTEIN BOOK FUND	378
ESL GRANT SUPPLIES/MATERIALS	294
FENDRICK MEMORIAL	1,327
FOUNDATION GRANT CAREER COACHING	15,864
FRIENDS OF THE LIBRARY	28,097
FRIENDS OF THE LIBRARY-BOGEN	47,056
GOODMAN ASSISTIVE TECHNOLOGY	6,359
HEALTH ADVISORY COUNCIL	32,783
HEALTH INFORMATION - ANTI SMOKING	14,031
HEARTS GRANT	23
HOME GROWN READERS	22,910
JOB SEARCH BOOT CAMP GRANT	104
MAKERSPACE	(62,605)
MISCELLANEOUS WORKSHOPS	19,932
MORSE FUND	1,895
MUSIC ADVISORY COUNCIL	25,497
NAUTICAL CENTER	256,122
NEA CREATIVE READERS	2,260
NLS BULLET AID	32
NLS STATE GRANT COMPUTERS	701
NYS CONSTRUCTION GRANT	21,708
NYS LOBBY RENOVATION GRANT	22,953
NYS MEDIA ROOM RENO GRANT	12,508
OUTDOOR WIFI	3,129
PUBLICATION FUND	7,492
REGIONAL TECH & MEDIA	858
ROBERT STERN	211
S. STEYN MEMORIAL	8,037
SALTZMAN GRANT	6,561
SMALL STUDY ROOM	1,608
SPECIAL TRUST ACCOUNT (MISC)	2,750
SPIELMAN STORY TELLING	383
T. BIER FUND	10,395
TEPPER INTERGENERATIONAL	4,259
THEATER FOR DESSERT	1,057
UNDERHILL	24,871
UNGER/BESLITY MEMORIAL - TERRACE	11,189
VERA FIDDLER	269
WHITTEMORE MEMORIAL	2,167
WIFI HOTSPOTS	58
ZUCKER GRANT	11,681
	<u>\$ 660,712</u>

Port Washington Public Library
Variance Report
As of January 31, 2024

Revenues -

- Interest – Significant increases in interest rates, increase is also due to utilization of the new high yield bank account
- State Aid - State Sources – Received the 90% payment for the 2023-24 Local Library Services Aid(LLSA) for \$8,668 in September

Expenditures -

- 143.01 Clerical Grade 11 – Expenses this year are coming in higher than estimated
- 143.16 Interloans - Expenses this year are coming in higher than originally estimated.
- 143.19 Technicians Media - Expenses this year came in higher than originally estimated.
- 143.23 Info Tech Sec II – Expenses this year came in higher than originally estimated.
- 9060.82 Dental – Paid both December and January in December, should be on track again next month
- 9010.8 State Retirement – Paid annual invoice of \$442,487 in November
- 203.03 Equipment –Building – Includes \$9,828 expenditure to A+ Technology and Security Solutions for indoor outdoor video system.
- 410.09 Books Audio & Electronic – Overdrive Inc. expenditures for audio & electronic books.
- 411.02 Reference Software – Payment to NLS made in January for \$43,053 for annual services
- 430.01 Adult Services – Office supplies ordered from Amazon Capital Services, bulk of expense were made in September.
- 431.02 Telephone Maintenance – payments to NORCOM for prepaid block of 15 hours of service
- 435.03 Staff Development – LIU 704 Admin of public library facilities and technology for Melanie Davidoff
- 436.02 OPAC – includes three quarterly payments to ILS, quarterly payments are \$7,642.47 per quarter
- 436.03 NLS – Fee for annual services provided by Nassau Library Services, paid in July
- 439.02 Copy Equipment – Lease payments for copiers and copy usage charges
- 440.10 Security Services - Payments to Allied Security, expenses this year are higher than anticipated
- 450.03 Water Pollution – annual levy paid in January 2024 for \$6,151
- 451.02 Housekeeping Maint – Includes payments to Imperial Bag and Paper Co., Alpers Hardware, Jersey Paper Plus, and Amazon Capital Services for custodial supplies.
- 452.01 Repair to Building – various repairs including shelving, fence repairs, painting, repairs to bathroom, cesspool service
- 454.01 Insurance – Paid annual policy package for insurance in September for \$81,501 in September
- 455.01 Mechanical contracts – include annual fire sprinkler and extinguisher inspection for \$7,668 as well as HVAC maintenance and elevator maintenance expenditures.
- 9785.6 Lease Principal – Lease payment for Dell computers for the lab

PORT WASHINGTON PUBLIC LIBRARY
Miscellaneous Revenue
For the Year Ended June 30, 2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Ear Phones	\$ 1.00		\$ 11.00	\$ 3.00		\$ 6.00	\$ 3.00						\$ 24.00
Flash USB Drives	7.00	21.00	7.00										35.00
My Healthy Thing													-
Meeting Room Usage													-
NYS Sales Tax													-
Metlife Dividend				40.56			40.56						81.12
PSEGLI Rebate													-
Utica Dividend													-
NLS Erate													-
NLS direct access													-
NLS MTA Offset													-
E-Rate Reimbursement													-
Backpack/Totes/Visor/Hats	15.00												15.00
Vending Machine/(Refund)			(1.75)		284.88		383.35						666.48
Credit Card Point Credit													-
Misc. Cash						3.78							3.78
Local History Image													-
Sales tax payment													-
NYS Unclaimed Funds													-
Nassau County Elections							2,850.00						2,850.00
ALIS e-commerce													-
Res./Non-Res. Card													-
Donation													-
Business Card													-
Deposit for architectural plans													-
Refund of Prior Year													-
Piano Tuning/Usage							250.00						250.00
Totals	\$ 23.00	\$ 21.00	\$ 16.25	\$ 43.56	\$ 284.88	\$ 9.78	\$ 3,526.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,925.38

ELECTION TIMELINE 2024

Nominating Petitions Due	Friday – March 8, 2024
Absentee Ballot Applications - Available	Monday – February 12, 2024
Budget Hearing #2	Wednesday – March 20, 2024
Budget Information Session/Meet the Candidates	Wednesday – March 27, 2024
Personal Registration Day	Tuesday – April 2, 2024
Budget Vote/Trustee Election	Tuesday - April 9, 2024

III – LIBRARY MATERIALS POLICY

1.0 MATERIAL SELECTION POLICY

1.1 PHILOSOPHY OF LIBRARY OPERATION

We believe that humanity's greatest asset is the ability to communicate observations, experiences, hopes, meditations, fears, joys and sorrows across all barriers of time and space through the written word and other forms of expression.

We believe the role of a public library in a free society is to hold open a window through which people may freely view the whole panorama of human thought and experience in literature, science, the arts, philosophy, religion, history and politics, and in every field in which humanity's thoughts have been recorded.

We believe this is the role which we, as trustees of such a library, have a duty to fulfill, limited only by the physical and financial resources made available to us.

We oppose any attempt to shape our collection of library materials by any standards of literary, political, religious, artistic or social orthodoxy which we believe would impair the fulfillment of this duty.

We believe that in adhering to these views we maintain the highest traditions of library service as exemplified by the Library Bill of Rights, (Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.). Statement on Labeling (Adopted July 13, 1951. Amended June 25, 1971; July 1, 1981; June 26, 1990, by the ALA Council.), and the Freedom to Read Statement (Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee, amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.) and the Freedom to View Statement (Adopted January 10, 1990 by the ALA Council). **(September 2022)**

We delegate authority to the Library Director to act on behalf of the trustees in selecting books and other library materials in accordance with this policy.

1.2 LIBRARY MISSION

The Port Washington Public Library is an inclusive center for community engagement, knowledge, and personal enrichment. **(September 2022)**

1.3 AUTHORITY AND RESPONSIBILITY FOR THE MAINTENANCE OF LIBRARY COLLECTIONS

The Board of Trustees hires a professional Library Director who is responsible for the selection of library materials. The Library Director may authorize other professional staff to execute this policy in developing the Library collection.

III – LIBRARY MATERIALS POLICY

1.4 CRITERIA FOR SELECTION

Judgments of professionally trained staff members, qualified reviewers, and experts in specific subject areas provide a balance of opinion as the basis for selection. Criteria include:

- Accuracy
- Authority and competence in presentation
- Availability of information elsewhere
- Contemporary significance
- Comprehensiveness in breadth and scope
- Format
- Historical significance
- Interest to community
- Originality/Uniqueness of subject or approach
- Permanent Value
- Popular demand
- Price
- Quality in content and format
- Recentness of data
- Recommendations from the community
- Relation to existing collection
- Reputation of authors, publishers, or producers
- Scarcity of information in subject area

1.5 WITHDRAWAL OF MATERIALS

Materials are regularly discarded from the Library's collection. Factors considered for removal are physical condition, space limitations, circulation, usefulness, age, accuracy, uniqueness of material and availability elsewhere. Withdrawn materials in good condition may be made available for sale in the Library.

1.6 POLICY ON CONTROVERSIAL MATERIALS AND USE OF LIBRARY MATERIAL

The Library recognizes that some materials are controversial and that any given item may offend an individual library user. Selections will be made solely on the merits of the works in relation to building of the collection, as stated in the aforementioned criteria, and to serving the Port Washington community, not on the basis of anticipated approval or disapproval. Acquisition or use of any item does not imply the Library's endorsement of its contents.

Library materials will not be marked or identified to show approval or disapproval of the contents, and no item will be segregated to protect the Library user from its content.

III – LIBRARY MATERIALS POLICY

The use of materials may be controlled to the extent required to preserve them, but no further.

Responsibility for the use of Library materials by children will rest with their parents or legal guardians.

1.7 RECONSIDERATION OF LIBRARY MATERIALS

Recognizing that there may be some requests for reconsideration of materials, the following procedures have been developed to assure that requests to add or withdraw items are handled in an attentive and consistent manner.

Guidelines:

- a. Refer the patron to the LIC of ordering the collection in question. If a discussion with the librarian does not resolve the concern, the complainant is asked to complete a Request for Reconsideration of Library Materials form.
- b. The request form will be referred to a committee appointed by the Library Director.
- c. The committee will reconsider the item in question using the Materials Selection Policy and reviews from standard collection development sources.
- d. The Library Director will write to the patron regarding the committee's recommended action. Comments of individual committee members are to be held confidential by all concerned.
- e. If the patron desires further action, he/she/they may appeal in writing to the Board of Trustees of the Library. **(June 1996)**
- f. Once an item has been reconsidered, it cannot be reconsidered again for at least 5 (five) years. **(September 2022)**

1.8 FORM FOR RECONSIDERATION OF LIBRARY MATERIALS

Request to Withdraw/Add
Format:
Title:
Author/Presenter:

Is your request to withdraw/add this material based upon personal exposure to it, upon reports you have heard, or both?

Have you read/listened to/seen the entire work?

Have you read any reviews of this work?

III – LIBRARY MATERIALS POLICY

What specific objections do you have concerning this work?
What action would you like the Library staff to take in this matter?

Name of person making request:

Library Card #:

Address

Telephone

Is this request on behalf of a group or organization?

If so, please name:

Today's Date:

The above form must be filled out completely for the reconsideration process to move forward. (*September 2022*)

The Library routinely responds to patrons' requests to add materials. However, if a patron requests material that had originally been considered and rejected for purchase, or if a patron challenges the Library's decision not to purchase a specific item, this would fall into the RECONSIDERATION OF LIBRARY MATERIALS category. (June 1996)

2.0 DONATION OF LIBRARY MATERIAL

Library material on a specific subject, offered as a donation by an organization whose interests relate to that subject, may not be accepted by the Library with a guarantee that it will be added to the collection.

A donation by an organization of money to purchase material on a specific subject may be accepted. The selection of titles will be made by professional librarians trained to evaluate material and to maintain a balanced collection on the subject.

See V. 4.0 Gift Acceptance Policy for further information.

3.0 INTERNET POLICY

The Library's mission is to respond to the community's changing requirements for education, information, culture, recreation, and personal advancement, by providing free and open access to a broad spectrum of materials, programs, and services. The Library is committed to the principles of intellectual freedom in providing freely and equally to all members of the community resources whose contents span the panorama of human thought and experience.

The Library does not monitor and has no control over the information accessed through the Internet, and cannot guarantee the content, quality, or accuracy of information

III – LIBRARY MATERIALS POLICY

transmitted. Any patron who enters a fee-based service must incur any and all charges involved in the transaction.

Restriction of a child's access to the Internet is the responsibility of the parent or legal guardian. Parents, guardians or care-givers are encouraged to actively participate with their children when using the Internet or other electronic resources, and to provide guidance for their usage.

Internet users must comply with United States copyright law and all applicable state and federal laws.

Responsibilities of Library Staff and Users

Library staff will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or parent or legal guardian of a minor, is responsible for his/her/their Internet sessions at all times. There is a time limit for Internet use when other patrons are waiting to use the computers. Due to the limited resources available to the provision of public access to the Internet, the Library may set limits on the use of large files of still or moving images or sound, or on downloading files in any medium.

Disclaimers

While the Library endeavors to provide access to information of the highest quality, it does not endorse or sanction the content or point of view of any information or commentary found on the Internet. The Library specifically disclaims any warranties as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

The Library assumes no responsibility for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.

Supervising Children's Use

The Library and its staff do not and cannot act in the place of parents in providing supervision of children as they explore the Internet and other electronic devices. Parents or legal guardians assume all responsibility for deciding which Library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. While the Library affirms the responsibilities of parents and guardians to monitor and determine their children's access to Library materials and resources, including those available through computers, the Library has taken certain measures designed to assist in the safe and effective use of these resources by all minors.

- A. To address the issue of access by minors to inappropriate material on the Internet, including material that is harmful to minors, the Library:

III – LIBRARY MATERIALS POLICY

1. Uses filtering software on computers located in the Children's Room.
 2. Develops and maintains special web sites for children and teens;
 3. Develops and provides training programs on safe and effective Internet use;
and
 4. Distributes relevant publications about safe Internet use.
- B. To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library provides training programs. Minors shall adhere to the following safety guidelines:
1. Never give out identifying information such as home address, school name, or telephone number.
 2. Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
 3. Never arrange a face-to-face meeting with someone via the computer without parents' or guardians' approval.
 4. Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.

Acceptable Use Rules

1. Computers shall not be used for illegal activities or to access illegal materials. Transmitting and/or receiving obscene documents and/or child pornography is a violation of law and is not permitted under any circumstances. 6/08
2. Internet computers shall not be used to communicate threats of violence or engage in communications that are harassing as defined by law.
3. Minors, whether or not accompanied by a parent or guardian, shall not use computers to access materials "harmful to minors" as currently defined by law.
4. Installation, downloading or modification of software is prohibited.
5. Users shall respect all copyright laws and licensing agreements.
6. Users shall not make any attempt to gain access to restricted computer files or networks or to damage or modify computer equipment or software.

III – LIBRARY MATERIALS POLICY

7. Users shall respect the privacy of others and shall refrain from attempting to view or read material being used by others.
8. Users are financially responsible for any charges that they may incur from their use of the Internet.
9. Minors should **NEVER** disclose any personal identification information over the Internet.
10. Users shall not intentionally propagate computer viruses.

Privacy

The Library's computers are not private. Users should have no expectation of privacy as all computer workstations and printers are in view of other patrons and staff. Users engaging in financial transactions or other activities that require confidentiality do so at their own risk.

Response to Violations

The Library reserves the right to terminate an Internet session that disrupts library services or that involves user behavior that violates the Library's policies. Failure to comply with this policy and its procedures will result in the forfeiture of the user's right to access these computers and where appropriate, referral to law enforcement authorities. (September 2002)

4.0 **PWPL SOCIAL MEDIA POLICY** (May 19, 2021)

Social media and social networking sites have great potential to connect people around the globe and enhance communication. However, they are also informal, less structured, and subject to constant change. This policy establishes some basic parameters on the creation of and use of social media accounts for the Library and its personnel.

4.1 **PWPL GENERAL SOCIAL MEDIA POLICY**

The Library does not collect, maintain, or otherwise use the personal information stored on any third-party site in any way other than to communicate with users on that site, unless permission is granted by users. Comments and postings from the public, on the Library's social media platforms, are allowed but will be reviewed by Library staff for content appropriateness. Library staff reserves the right to review all comments and postings and delete comments that are inconsistent with the content created by the Library staff. Staff may block a person or entity who posts inconsistent comments or other material from posting any further information.

III – LIBRARY MATERIALS POLICY

Comments or postings that fall within any of the following categories will be deleted by Library staff and/or lead to a warning and then a ban on posting by an individual who runs afoul of these guidelines:

- a. Obscene, sexist, homophobic, racist, or otherwise bigoted content.
- b. Harassing or threatening comments or postings against Library staff, Library property, or other social media users.
- c. Harassing or threatening comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the intent of harassing another person.
- d. Libelous statements.
- e. Plagiarizing or posting copyrighted material without permission or authority from the copyright holder.
- f. Private, personal information of another person without appropriate consent or authority.
- g. Comments, postings, and/or hyperlinks not related to the content created by the Library staff.
- h. Advertisement and solicitations not expressly permitted by the Library.
- i. Photos, videos or other images that fall in any of the above categories.

The Library recommends against posting personal information to our social media platforms and is not responsible for personal information patrons post about themselves. Any personal information, photos or other media posted about persons under the age of 18 will be removed from our social media platforms. An exception is made for photos of Library events posted by Library staff where parental permission was given. Any social media user who has been banned or had a message/content deleted may appeal this decision, in writing or email, to the Library Director. The Library Director may affirm or reverse staff's decision within thirty (30) days of receiving the written appeal. A staff member will be designated to monitor and maintain all Library social media for content, structure, and updates.

4.2 USE OF THE LIBRARY'S SOCIAL MEDIA ACCOUNTS

The Library recognizes that the use of social media to disseminate information related to the Library to the community and its patrons has become an efficient way to interact and communicate with the public. When using social media accounts affiliated with the Library, staff must comply with the following requirements:

- a. Staff members are prohibited from creating any public social media account for any official Library use unless they have obtained prior approval to do so from the Library Director or his/her/their designee. This includes any social media account that is affiliated with the Library or purports to be affiliated with the Library.
- b. All Library social media account names and log in passwords must be on file with the Library Director or his/her/their designee. Staff members are prohibited from

III – LIBRARY MATERIALS POLICY

changing or modifying the usernames or passwords unless they receive prior authorization to do so from the Library Director or his/her/their designee.

- c. Staff members are prohibited from posting or disclosing confidential or proprietary information about the Library, its patrons or employees on any Library social media accounts.
- d. All posts made on a Library social media account or affiliated account shall be related to the Library. Staff members shall refrain from posting personal content or opinions on the Library social media accounts and are prohibited from posting any content that may be:
 - 1. Obscene, sexist, homophobic, racist, or otherwise bigoted content.
 - 2. Harassing or threatening comments or postings against Library staff, Library property or other social media users.
 - 3. Harassing or threatening comments or postings that include profane or obscene statements or images, threatening physical harm toward another person, and engaging in behavior with the sole intent of harassing another person.
 - 4. Libelous statements
 - 5. Plagiarizing or posting copyrighted material without permission or authority from the copyright holder, upon request of the copyright holder.
 - 6. Private, personal information of another person without appropriate consent or authority.
 - 7. Comments, postings, and/or hyperlinks not related to the content created by the Library staff.
 - 8. Advertisement and solicitations not expressly permitted by the Library; and/or
 - 9. Photos, videos or other images that fall in any of the above categories.
- e. Staff members are not permitted to post on any Library social media accounts (or affiliated accounts) unless they received prior approval from the Library Director or his/her/their designee to do so.
- f. The Library reserves the right to remove, edit or modify any post made to any of its affiliated social media accounts.

Staff members who violate this policy may be subject to disciplinary action, up to and including termination.

4.3 USE OF PERSONAL SOCIAL MEDIA ACCOUNTS

Staff are not permitted to access or post on any non-Library affiliated social media accounts (hereinafter referred to as “personal social media accounts”) during the workday, except during authorized breaks (e.g., lunch break). If the staff is using a

III – LIBRARY MATERIALS POLICY

Library computer or other equipment, staff must comply with the Library's Computer/Email/ Internet Use Policy at all times.

While the Library recognizes that the staff have a First Amendment right to post their own opinions and beliefs on their personal social media accounts, as public employees, staff should be mindful about the posts and/or comments made on their personal social media accounts, and should abide by the following parameters:

- a. Staff shall not use their work email address for registering or logging in to any personal social media accounts that require an email address to register, log-in or begin use.
- b. When using or accessing their personal social media accounts, staff should express only their own opinions and should never represent themselves to be a spokesperson for the Library. If the Library is a subject of the content being addressed, the staff must be clear and open about the fact that their views do not represent those of the Library.
- c. Posting comments, pictures or engaging in online communications or conversations on any type of social media account makes those comments public and available to anyone who has online access. Staff must be aware that even with the strictest privacy settings, what is said online may become public and therefore, staff should always use good judgment and be aware that their posts may be permanent and irretrievable.
- d. Staff should not disclose confidential or proprietary information about the Library. (For instance, but not by way of limitation, do not publicly disclose service costs, salaries, upcoming service changes, or future initiatives that have not yet been announced.)
- e. Staff should not disclose confidential information about other staff members or patrons or post any discriminatory, obscene, defamatory, or offensive content about other staff members. Staff should avoid violating any of the Library's policies, including the anti-harassment policies or posting something that might make collaboration with fellow colleagues more difficult.
- f. Staff should avoid sharing Library intellectual property like trademarks on a personal account without approval. Confidentiality policies and laws always apply.

Staff members who violate this policy may be subject to disciplinary action, up to and including termination.

The Library does not discriminate on the basis of race, color, creed, ethnicity, gender, age, sexual orientation, disability, religion, national origin, marital, familial, military or veteran status, domestic violence victim status, criminal history, citizenship,

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predisposing genetic characteristics, genetic information, or any other basis protected by federal, state or local law. Discrimination and/or harassment which violates the law will not be tolerated.

Uptick in First Amendment Audits

Public libraries report recent rise of encounters

By [Cass Balzer](https://americanlibrariesmagazine.org/authors/cass-balzer/) | January 3, 2022

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[\(/#email\)](#)

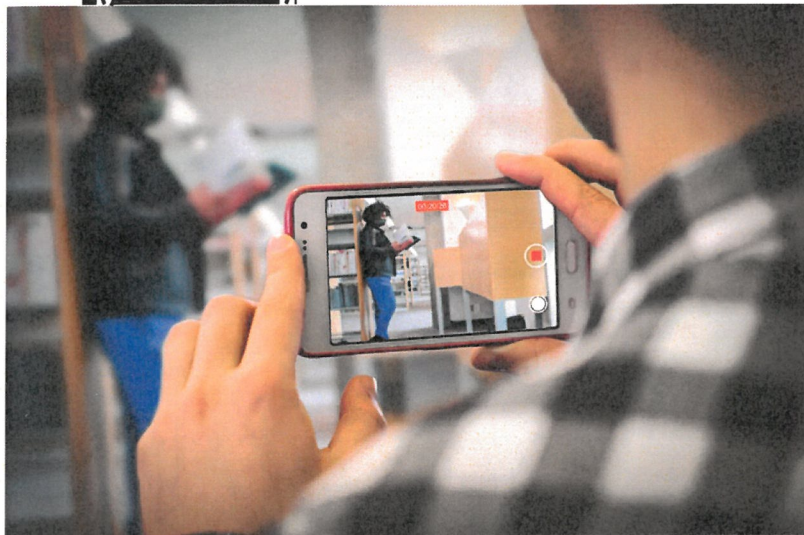


Photo: illustration by Rebecca Lomax/*American Libraries*, ©puhimec/Adobe Stock (person with camera), ©photok/Adobe Stock (person in library)

Ryan*, a librarian working in New England, was confused when she received an email from library administration about a man who had been banned from the building. When she asked a colleague what had happened, she learned there had been a “First Amendment audit.”

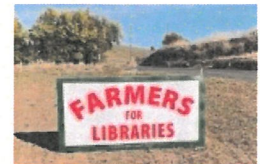
“My heart sank,” Ryan says. She had learned about these encounters in 2020 and knew what they entailed. In First Amendment audits, individuals arm themselves with video cameras, proclaim themselves “auditors,” and enter public buildings, like police precincts and libraries, to record alleged Constitutional violations. “I know what these people do, so when I heard it was a First Amendment audit, I thought, ‘Oh, no.’”

Libraries have been experiencing First Amendment audits for several years, but there has been an uptick in reported cases in 2021, according to the American Library Association’s (ALA) Office for Intellectual Freedom (OIF). And while the

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<https://americanlibrariesmagazine.org/links/>

2h Ryan Ireland writes: “Overall, library measures across the US



continue to pass at a high rate. However, in many communities, the discourse over what materials can be held in certain sections of their libraries has escalated to people introducing ballot measures seeking to defund, shut down, or weaken the library’s authority. Tried and true campaign messaging, like touting a library’s return on investment, has been supplanted by issues of free speech and censorship. Razor-thin margins determined the future of many libraries this past year.”

[American Libraries feature, Jan./Feb.](#)

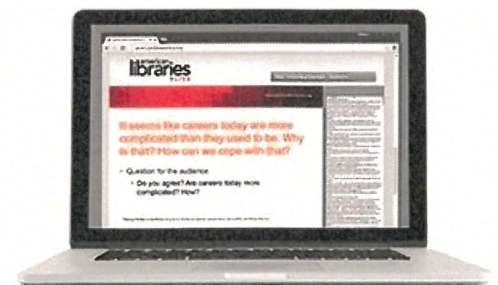
5d David Crotty writes: “If



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format of these audits is familiar, libraries are reporting more aggressive, targeted, and organized operations than in years past.

“We have seen a greater number [of First Amendment audits in 2021], and there could be many reasons for it,” says Deborah Caldwell-Stone, director of OIF. There is now a clearer mechanism for First Amendment auditors to profit from their videos, either through monetizing YouTube channels or using crowdfunding tools like Patreon and GoFundMe. Caldwell-Stone also notes the potential impact of pandemic-induced shutdowns. “We’re living in a time where there is a little more contention over politics, and some of it may be coming from that,” she says. “But there may also be a relationship to the fact that libraries are open again.”

OIF collects and analyzes data on an annual basis, Caldwell-Stone says, and the 2021 numbers should be available in spring 2022. A few trends have already emerged: Anecdotally, there has been an increasing number of reports “coming in from the Northeast in particular,” she says, and reports are up compared with 2020. More recently, auditors appear to be targeting smaller libraries whose staff might not have the resources and experience to de-escalate a volatile encounter.

What’s still uncertain is how 2021 numbers compare with those from before the COVID-19 pandemic, when more libraries were open. And as these cases see a resurgence, library staffers are split on whether they feel prepared—for the audits themselves or their aftermath.

Getting prepared

In October 2019, [OIF published a blog post \(http://bit.ly/AL-1AAudit\)](http://bit.ly/AL-1AAudit) that several library directors have used to better understand their legal grounds for interacting with auditors (see sidebar). Caldwell-Stone advises that staff refrain from intervening unless an auditor is violating behavior policies or harassing staff members or patrons. She also encourages library workers to revisit their behavior and social media policies and any rules concerning photography.

Stacy Wittmann, director of Eisenhower Public Library District (EPLD) in Harwood Heights, Illinois, took this advice when she heard some libraries were experiencing First Amendment audits. Wittmann met with department heads to collaborate on a strategy to prepare staff.

“The public-facing departments did go over all our policies with their staff,” she says. “As long as people aren’t violating our behavior policy, they have the right to photograph and record within the library.” Though EPLD has not experienced an audit, Wittmann says she feels reasonably ready for an encounter.

Don’t Go Viral

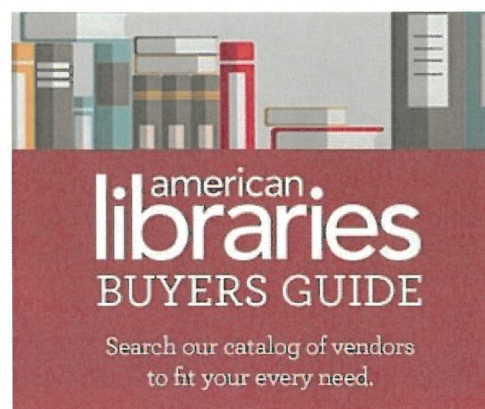
Preparing for a First Amendment audit is often a library’s best defense against a viral outcome. Library workers should take steps to limit an auditor’s ability to cause harm. The below tips are adapted from the ALA Office for Intellectual Freedom (OIF) blog post “[Auditing the First Amendment at Your Public Library](http://bit.ly/AL-1AAudit)” (<http://bit.ly/AL-1AAudit>) by OIF Director Deborah Caldwell-Stone.

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Understand the library's role as a limited public forum. In limited public forums, staffers are only obligated to allow free speech that is consistent with the nature of that forum. In other words, library behavior and privacy policies can often supersede an individual's right to film or photograph the space. As is the case in many courthouses, a library can regulate photography or filming inside the building even if the facility is open to the public.

Adopt or review written policies. Written policies can help staff members regulate behavior in a manner that respects every person's right to privacy and safety. Staffers should be familiar with these policies to mitigate behavioral violations that may occur during an audit. As always, staff training and consultation with your state library or legal counsel are important parts of this process.

Know your rights and responsibilities. Public library workers are public employees. Several US Courts of Appeals have upheld a private citizen's right to record audio and video of public employees carrying out their duties in a public space regardless of their consent. However, this does not include the right to harass or interfere with public employees as they carry out those duties.

Label all private spaces. Libraries should clearly identify all nonpublic spaces inside the building, such as bathrooms, offices, break rooms, work areas, and reservable private study spaces. Creating this identification can provide clearer guidance when a First Amendment auditor violates library policy.

Know when to engage. If a First Amendment auditor is not violating any behavior policies, avoid engaging. Most auditors enter these situations with a goal of getting a rise out of employees. If staffers do not give them that opportunity, auditors are more likely to leave without incident.

Jennifer Brown, executive director of The Field Library in Peekskill, New York, used OIF's blog post to prepare herself and her staff after receiving a warning from her town's police department to plan for a potential audit. The caution came after an encounter at a nearby library resulted in a viral video.

When the so-called auditor arrived 10 days later, Brown says she felt ready. "We knew what to expect, what this guy would try to do, what the policies from ALA are, and what our own policies were," she says. The auditor stayed in the building for only six minutes. "He didn't get a rise out of anybody, so he was kind of deflated and left. It doesn't make for an interesting video if nobody stops you or tries to argue with you over your right to video."

Brown notes that, in preparation for the audit, some library staff took off their name tags to help preserve personal privacy. She also says staff would have protested the man's filming had he attempted to record minors or patrons using computers.

She credits her local police department with her ability to ready herself and her team for the encounter: "My advice is to already have that established relationship with the police department and make sure everybody is on the same

The image is a promotional graphic for the 2024 PLA Early Literacy Calendar. It features a light blue background with a stylized winter scene including snow-covered ground, evergreen trees, and a bright sun. The text is arranged in a clear, hierarchical layout. At the top left, '2024' is written in large, bold, black font. To its right, 'PLA EARLY LITERACY CALENDAR' is written in a smaller, bold, black font. Below this, a paragraph of text describes the calendar's content: 'Unlock a year of literacy adventures! This engaging calendar from the Public Library Association includes daily learning activities, reading lists, nursery rhymes, library customization, and is available in English & Spanish.' A white rounded rectangle contains the text 'SHOP NOW' in bold black letters. Below this, there are two sample activity cards. The first card is titled '20 PLAYING' and features an illustration of a sloth holding a red ball. The text on the card reads: 'Go on a scavenger hunt. Look for things that begin with T. Toys, trees, toes.' The second card is titled '21 TALKING' and features an illustration of a monkey sitting on a stack of books. The text on the card reads: 'Help your child place ice cubes in various places inside your home. Talk about which melts first.'

2024 PLA EARLY LITERACY CALENDAR

Unlock a year of literacy adventures! This engaging calendar from the Public Library Association includes daily learning activities, reading lists, nursery rhymes, library customization, and is available in English & Spanish.

SHOP NOW

20 PLAYING
Go on a scavenger hunt.
Look for things that begin with T.
Toys, trees, toes.

21 TALKING
Help your child place ice cubes in various places inside your home. Talk about which melts first.

<https://www.alastore.ala.org/content/2024-pla-early-literacy-calendar%E2%80%94english-language-version%E2%80%94pdf-download>

page.”

The question of police intervention

Police presence in libraries remains a difficult topic, especially when staff and patron safety may be at risk; not all libraries can rely on local police to help them prepare for First Amendment audits. “I don’t think working with police is a scalable way of addressing this issue,” says Alison Macrina, director of the Library Freedom Project. “In fact, I could see very easily how they could make those situations worse.”

For Ryan in New England, police involvement escalated tension during her library’s audit, she says. The police were called shortly after the auditor’s arrival at the building. A now-viral video shows a heated exchange between police and the man, who has filed a lawsuit against the city (he was also charged with a misdemeanor). Library staff involved in the incident are not named in the lawsuit, but Ryan remains upset by the response from law enforcement.

“Having watched the video and seen how the police engaged with him, it’s really frustrating. I feel like they made it worse,” she says. “The way that they came in, itching for a fight, is everything that this guy wanted.”

While staffers are not featured in the viral video, the library has been the target of harassment through Facebook, Google reviews, and phone calls. Hostile messages have been posted on their children’s storytime videos as well, she says. Additionally, every time the so-called auditor updates his YouTube channel, the calls and comments begin again.

“What we’re all so exhausted by is the fact that this is not going to go away. The internet is forever, and any time this guy decides to post an update, it’s going to refresh the vitriol,” Ryan says. “It’s just so annoying that we’re going to have to be dealing with this in some fashion for ages.”

In the months since the First Amendment audit, Ryan’s library has continued to receive phone calls and one-star Google reviews from people outside of her community. The library has since eliminated the ability to comment on its Facebook posts, which has quelled some of the harassment. Still, Ryan says these interactions remain a consistent part of her workday.

“If I schedule something [on Facebook], and it posts, and I forget to go in and turn off commenting, they jump right on that,” she says. “Anytime we leave an opening, they find it.”

A murky path forward

A First Amendment audit’s severity and virality appear to hinge on the response to the auditor, whether by library staff, security, or police. But it can be difficult to predict just how aggressive an auditor can be, as well as when they may arrive. Macrina says that library workers should use their own networks to prepare for encounters.

“We have our mailing lists, our Facebook groups, we have all kinds of ways that we talk to fellow library workers,” she says. “What we’re missing is the plan of action.”

Caldwell-Stone says her office has helped individual libraries develop policies and make improvements to existing ones. She notes that adapting OIF’s blog post into a set of guidelines is on the Intellectual Freedom Committee’s agenda.

And while some library workers believe this trend will fade if auditors don’t get the viral responses they seek, others are less hopeful. “I feel very cynical about it,” says Macrina. “I think we, as library workers, really need to prepare ourselves.”

**Name changed at source’s request.*

A version of [this article](#) first appeared

(<https://americanlibrariesmagazine.org/2021/08/26/uptick-in-first-amendment-audits/>) on americanlibraries.org on August 26, 2021. ■



CASS BALZER is a writer in Chicago.

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Tax Cap Form

Port Washington Public Library (284659700200)
Fiscal Year Ending: 06/30/2025

Certifier

Keith Klang, Library Director
(516) 883-3728
kklang@pwpl.org

Summary

Tax Levy Limit, Before Adjustments and Exclusions

✓	Real Property Tax Levy FYE 2024	\$7,213,732
✓	Tax Cap Reserve Offset from FYE 2023 Used to Reduce FYE 2024 Levy	\$0
✓	Total Tax Cap Reserve Amount (Including Interest Earned) from FYE 2024	---
✓	Tax Base Growth Factor	1.0022
✓	PILOTs Receivable FYE 2024	\$100,000
✓	Tort Exclusion Amount Claimed in FYE 2024	\$0
✓	Allowable Levy Growth Factor	1.0200
✓	PILOTs Receivable FYE 2025	\$100,000
✓	Available Carryover from FYE 2024	\$110,982
	Tax Levy Limit Before Adjustments/Exclusions	\$7,487,176

Adjustments for Transfer of Local Government Functions

✓	Costs Incurred from Transfer of Local Government Functions	\$0
✓	Savings Realized from Transfer of Local Government Functions	\$0
	Total Adjustments	\$0
	Tax Levy Limit, Adjusted for Transfer of Local Government Functions	\$7,487,176

Exclusions

✓	Tort Exclusion	\$0
✓	Teachers' Retirement System Exclusion	\$0
✓	Employees' Retirement System Exclusion	\$3,257
✓	Police and Fire Retirement System Exclusion	\$0
	Total Exclusions	\$3,257
	Your FYE 2025 Tax Levy Limit, Adjusted for Transfers plus Exclusions	\$7,490,433
✓	Total Tax Cap Reserve Amount Used to Reduce FYE 2025 Levy	---
✓	FYE 2025 Proposed Levy, Net of Reserve	\$7,357,901
	Difference Between Tax Levy Limit and Proposed Levy	\$132,532
✓	Do you plan to override the Tax Cap for FYE 2025 ?	No

History

Date and Time	Status Changed To	User
01/23/2024 7:06:31 PM	Form was submitted to OSC (Form Status set to: Submitted)	Keith Klang

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PORT WASHINGTON PUBLIC LIBRARY STATISTICS - 2nd QUARTER 2023-2024

				2nd Quarter		2nd Qtr
	OCTOBER	NOVEMBER	DECEMBER	TOTAL	YAG%	2022-2023
CIRCULATION @ FRONT DESK	13,197	12,608	11,762	37,567	-2.5%	38,521
SELF-CHECK ITEMS	7,771	7,548	7,663	22,982	-3.4%	23,801
E-BOOKS (OVERDRIVE)	9,118	8,753	9,107	26,978	25.9%	21,424
E-MATERIALS (Hoopla+Kanopy)	1,484	1,551	1,335	4,370	10.1%	3,970
TOTAL CIRCULATIONS	31,570	30,460	29,867	91,897	4.8%	87,716
TOTAL QUESTIONS	3,092	4,539	3,739	11,370	11.4%	10,202
PATRONS ENTERING LIBRARY	25,519	25,225	18,654	69,398	13.7%	61,044
SERVICES						
Adult Computers	1,763	1,673	1,655	5,091	30.3%	3,906
Children's Computers	517	654	544	1,715	20.9%	1,419
YA Computers (MAC)	17	17	22	56	-30.0%	80
Online Databases	14,800	14,536	14,525	43,861	21.3%	36,165
Home Visits	12	13	12	37	-17.8%	45
WiFi (connections)	11,492	10,584	8,740	30,816	10.7%	27,828
WebSite Visits	19,824	17,957	16,874	54,655	12.1%	48,773
PROGRAMS OFFERED						
Adult	88	75	70	233	19.5%	195
YA	11	12	6	29	38.1%	21
Children	57	40	18	115	-9.4%	127
ESOL	182	152	108	442	3.8%	426
Non-Library	37	37	31	105	98.1%	53
TOTAL	375	316	233	924	12.4%	822
PROGRAM ATTENDANCE						
Adult	3329	1,180	1,366	5,875	6.1%	5,536
YA	37	74	30	141	-25.4%	189
Children	2218	1,429	889	4,536	-3.9%	4,720
ESOL	976	895	538	2,409	36.3%	1,768
Non-Library	681	706	700	2,087	74.1%	1,199
TOTAL	7287	4284	3,523	15,094	12.5%	13,412
TOTAL COLLECTION ADDITIONS	727	757	703	2,187	-7.1%	2,355
STUDY RM USE (N,S, Quiet, Record Lab)	1,622	1,674	1,551	4,847	95.8%	2,475
TEEN SPACE ROOM USE	1,010	939	669	2,618	35.8%	1,928
CHILDREN'S ROOM USE	4,659	5,316	4,200	14,175	17.6%	12,055
NOTARIZATIONS: People	149	142	144	435	8.2%	402
Documents	234	201	218	653	12.2%	582
PATRONS ADDED:	145	148	90	383	-9.7%	424
Notes:					date prepared	2/2/2024

From: Mitchell Schwartz <mitchellschwartz615@icloud.com>

Sent: Tuesday, January 16, 2024 2:08 PM

To:

Subject: O/B/O THE VILLAGE OF FLOWER HILL: Link for VFH Historical Gallery Guidebook (Downloadable & Printable – FOR PWPL'S HISTORY FILES ON VFH).

Dear all,

This is Mitchell Schwartz, Village Historian of Flower Hill. I hope you are well!

I am reaching out today to furnish the PWPL and its local history center with a new, downloadable (and printable!) book for its records, covering the Flower Hill area's local history (which includes discussions on Flower Hill as well as the greater Port Washington, Manhasset, and Roslyn areas).

Appended to this email is a link to the downloadable, 36-page Flower Hill Historical Gallery guidebook for Cow Neck's files: https://drive.google.com/file/d/1ADUxkUm17_9pKCV-kupAtxt41BYECaNb/view?usp=sharing. Please feel free to print it out for the Port Washington Library History Center's collections!

The images which were generously donated to us by your library feature the following credit line: "This image was generously donated to the Village of Flower Hill in 202x by the History Center at the Port Washington Public Library, Port Washington, N.Y."

We established this free gallery at Village Hall in September 2023, with the goals of further preserving our local history & heritage, to encourage the public to take pride in local history & education, and providing the Greater Roslyn, Port Washington, and Manhasset areas with an additional educational center dedicated to local history – not only for Flower Hill, but for the surrounding areas, as well. All the images and documents on display tell the story of Flower Hill and the greater area (including the sand mining operations, the Hewlett family's property, the Munson family, the old trolley, etc.). The guidebook also contains an introduction, which discusses the area's history and why Flower Hill incorporated (Port Washington's plan to become a city), along with Baxter Estates and Manorhaven (of course, for the same reason we did). Our gallery is open to the public during all regular Village Hall business hours; it is free for everyone.

Also, you may recall I had stopped in last summer to do some research pertaining to this project. Thank you for all the assistance which you and your library gave – I so appreciate it!

Lastly, if there are any images which your Library does not have (and you would like for it to have), please do not hesitate to let me know, and I would be delighted to send them your way, too, for the Library's collections!

We hope that this guidebook can be of good use for your library! Once again, thank you for the incredible generosity and assistance which you and your library have provided to the Village – it goes to serve as a reminder that libraries are so much more than "just being places to borrow books". Please know that I genuinely appreciate it.

Enjoy, and have a wonderful afternoon!

With appreciation,

Mitchell M. Schwartz
Village Historian & Landmarks Commissioner
Flower Hill, L.I., N.Y.

PATRON COMMENTS

JANUARY 2024

Received From	Date	Comment	Forwarded/ Responded
S. H.	1/20/24	Please bring in/offer more crafts for adults during the day, such as jewelry making (Donna Levine) and quilting like they offer in Manhasset, Great Neck, Roslyn, & Glen Cove libraries. Also we need more yoga classes during the day.	KM&JZ/JH
S. H.	1/20/24	Please offer an activity where adults write their book recommendations in exchange can enter a raffle drawing for prizes. They are doing this at Glen Cove library for the winter months. You can make a bulleting board with the recommendations.	KM&JZ/JH
K. O.	1/26/24	Suggestion for non-fiction club – Fire Weather amazing & important book.	KM&JZ/JH



The proposed policy below, if approved by the Board of Trustees, would be incorporated into the Library's Policy Manual.

Reference Check Policy

Reference check inquiries about current or former employees shall be referred to the Library Director for a response. A designee may answer the reference check if authorized by the Library Director. (Adopted by the Board of Trustees on February 13, 2024)